

APPROVED 6/5/2003

State of Texas
Records Retention Schedule

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Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
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7. RETENTION PERIOD
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403 - BUREAU OF NUTRITION SERVICES											
2483		RECORD OF ISSUANCE OF FOOD CARDS TO AGENCIES	FE+1	3	FE+4*	O		P	X		93-501-135
2512		PROJECT REVIEW FILES	AC+3		AC+3	O		P			
3370		WIC FOOD CARDS FORMERLY STORED AS INVALID CARDS	1 MO	4YR11M	5	C		O			CARD STOCK - 92-501-125
4386		COMPUTER LISTING OF VOIDED WIC FOOD CARDS	1	2	3	O		P	X		92-501-104
5038		WIC FOOD CARDS (TAPES)	1 MO.	4Y11MO	5	O		P			93-501-144
5039		WIC FOOD CARDS (AUTOMATED)	1 MO.	4Y11MO	5	O		P			93-501-145
1.1		2453 WIC LOCAL AGENCY ADMINISTRATIVE FILES	1 MO	4YR11M	5	O		P	X		04-501-358
1.1		2454 USDA ADMINISTRATIVE FILES	AV		AV	O		P	X		
1.1		2457 PARTICIPANT/VENDOR FAIR HEARING FILES	5		5	C		P			
1.1		2469 PROJECT LISTING REPORT	US		US	O		P	X		
1.1		2470 WIC AC 80-1 REPORT OF PROGRAM OPERATIONS	4		4	O		P			MAINTAINED FOR POSSIBLE FOOD NUTRITIONAL SERVICE REVIEW
1.1		2473 MONTHLY ACTIVITY RECORDS FILE	1	2	3	O		P			93-501-133
1.1		2475 ERROR CORRECTION CODE SHEETS	1	2	3	O		P			90-501-020
1.1		2504 RACIAL ETHNIC REPORT	FE+3		FE+3 *	O	A	P			
1.1		2505 CASELOAD FILE	FE+3		FE+3	O		P			
1.1		2518 NUTRITION REVIEW WORKPAPERS	3		3	O		P			
1.1		2519 NON-CONTRACT FORMULA USAGE	FE+4		FE+4	O		P			
1.1		2520 NUTRITIONAL EDUCATIONAL PLANS	AV		AV	O		P			
1.1		2521 BREAST FEEDING PROMOTION	AV		AV	O		P			

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P - Paper
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C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

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1.1	2522	WIC AUDIO VISUAL PROGRAMS	AV		AV		O		O		A/V TRAINING PROGRAM; UPON CREATION, REQUISITE NUMBER OF COPIES ARE SENT TO STATE PUBLICATIONS CLEARINGHOUSE VIA HHS PRINTING SERVICES
1.1	2523	MODEL RELEASE FORMS/PERMISSION LETTERS FOR COMMERCIAL	AC+2		AC+2		O		P	X	
1.1	2524	NUTRITION SLIDE PRESENTATION	AV		AV		O		O		PREPARED SLIDE PRESENTATIONS
1.1	2525	AGENCY NUTRITION EDUCATION LESSONS	AV		AV		O		P		
1.1	2526	STATE AGENCY NUTRITIONAL EDUCATION SCRIPTS	AV		AV		O		P		
1.1	2528	RESEARCH TRIANGLE INSTITUTE (SPECIAL PROJECT)	FE+1		FE+1		O		P		
1.1.	2513	CIVIL RIGHTS COMPLAINTS	AC		AC		C		P		
1.1.	3192	DECODE SHEET UPDATES	AV		AV		O		P		
1.1.006	2514	FAIR HEARING COMPLAINTS	AC+5		AC+5		C		P		RETENTION PERIOD IS REQUIRED BY USDA: WIC PROGRAM CONSOLIDATED REGULATIONS, JANUARY 2000, PART 246.25, RECORDS AND REPORTS (A)(1)(2), RECORDKEEPING REQUIREMENTS. AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.006	2515	PARTICIPANT COMPLAINTS	AC+5		AC+5		C		P		RETENTION PERIOD IS REQUIRED BY USDA: WIC PROGRAM CONSOLIDATED REGULATIONS, JANUARY 2000, PART 246.25, RECORDS AND REPORTS (A)(1)(2), RECORDKEEPING REQUIREMENTS. AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.006	4322	COMPLAINT FILE	AC+2		AC+2		O		P		AC=FINAL DISPOSITION OF COMPLAINT
1.1.007	2447	CORRESPONDENCE, ADMINISTRATIVE ALL PROGRAM SUBJECT MATTER THAT DOES NOT PERTAIN TO USDA OR LOCAL AGENCY	3		3		O	R	P	X	

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1.1.007	2465	VENDOR CORRESPONDENCE	FE+1	3	FE+4	O	R	P	X	RETENTION PERIOD IS REQUIRED BY USDA: WIC PROGRAM CONSOLIDATED REGULATIONS, JANUARY 2000, PART 246.25, RECORDS AND REPORTS (A)(1)(2), RECORDKEEPING REQUIREMENTS. 91-501-075	
1.1.007	2486	FISCAL CORRESPONDENCE	FE	4	FE+4	O	R	P	X	RETENTION PERIOD IS REQUIRED BY USDA: WIC PROGRAM CONSOLIDATED REGULATIONS, JANUARY 2000, PART 246.25, RECORDS AND REPORTS (A)(1)(2), RECORDKEEPING REQUIREMENTS. 92-501-105	
1.1.008	1242	GENERAL CORRESPONDENCE	1		1	O		E			
1.1.008	2446	OUT-OF-STATE CORRESPONDENCE	1		1	O		P			
1.1.020	3743	OPEN RECORDS REQUESTS - APPROVED	AC+1		AC+1	O		P		AC=DATE REQUEST FULFILLED	
1.1.021	5008	OPEN RECORDS REQUESTS - DENIED	AC+2		AC+2	O		P		AC=DATE OF DENIAL OF REQUEST	
1.1.024	2452	STATE PLAN OF OPERATION	AC+3		AC+3	O	R	P			
1.1.025	2444	WIC POLICY & PROCEDURE MANUAL	US+3		US+3	O	R	P	X		
1.1.057	1241	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.065	3189	AVERAGE UNIT COST REPORTS	AV		AV	O		P			
1.1.067	2474	DAILY OPERATION REPORTS	1	2	3	O	R	P		90-501-054	
1.1.067	2500	PARTICIPATION FILES (REPORTS TO USDA)	FE+3		FE+3	O	R	P		RETENTION PERIOD IS REQUIRED BY USDA: WIC PROGRAM CONSOLIDATED REGULATIONS, JANUARY 2000, PART 246.25, RECORDS AND REPORTS (A)(1)(2), RECORDKEEPING REQUIREMENTS.	
1.1.069	2478	DAILY WORK LOG	1		1	O		P			
1.1.069	2479	RANDOM SAMPLE REPORTS	1		1	O		P			

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1.1.069	2480	VOUCHER STATUS REPORTS (PRODUCTION REPORTS)	1		1	O		P			
1.1.069	2481	ERROR FILE REPORT (PRODUCTION REPORTS)	1		1	O		P			
1.2.006	2476	TRANSMITTAL SHEET STORAGE FILE	AC+2		AC+2	O		P			AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER
1.3.001	2014	PUBLICATIONS	AC/US+5		AC/US+5	O		O			PAPER, ELECTRONIC. WEB PUBLICATIONS ARE MADE AVAILABLE ONLINE FOR AT LEAST TWO YEARS, THEN RETAINED TO MEET THE RETENTION PERIOD PRESCRIBED FOR THEIR RECORDS SERIES OR PUBLICATIONS, WHICH EVER IS LONGER. REQUIRED NUMBER OF COPIES ARE SENT TO CLEARINGHOUSE WHEN PRINTED AT HHS PRINTING. IF OUTSIDE PRINTING, BUREAU MUST SUBMIT REQUIRED NUMBER OF COPIES TO PUBLICATIONS MANAGEMENT OFFICE FOR SUBMISSION TO CLEARINGHOUSE.
1.3.002	2015	PUBLICATION DEVELOPMENT FILES	AV/US		AV/US	O		O			PAPER, ELECTRONIC; NEGATIVES
2.1	2091	AUTOMATION RECORDS (TEXASWIN)	FE+4		FE+4	C		E			DATABASE IS UPDATED CONTINUOUSLY ON A DAILY BASIS. RETENTION PERIOD REQUIRED BY USDA, WIC PROGRAM CONSOLIDATED REGULATIONS, JANUARY 2000, PART 264.25 (A)(1)(2).
2.1	3013	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6	O		O			PAPER, ELECTRONIC
3.1.001	2455	APPLICATION/RESUMES OF SCREENED OUT APPLICANTS	2		2	O		P			CONTAINS SOME CONFIDENTIAL INFORMATION
3.1.014	2439	EMPLOYMENT SELECTIONS FOR WIC	2		2	O		P	X		MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.019	1240	PERFORMANCE JOURNALS	2		2	O		P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.

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3.1.020	1267	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.1.023	2442	POSITION/JOB DESCRIPTIONS (WIC DESK DESCRIPTIONS)	US	4	US+4	O		P	X		93-501-131
3.2.002	2445	EMPLOYEE EARNING RECORDS - WIC PAYROLL AFFIDAVITS	4		4	O		P	X		
3.3.023	2449	TRAVEL RECORDS	FE+1	2	FE+3*	O		P			91-501-091
3.4.002	2502	LEAVE STATUS REPORT	FE+3		FE+3 *	O		P	X		
3.4.006	3367	TIME CARD AND TIME SHEETS	1	3	4	O		O			PAPER, ELECTRONIC; 40 TAC815.106(i)
3.4.007	3368	TIME OFF AND/OR SICK LEAVE REQUEST	FE	3	FE+3*	O		O			PAPER, ELECTRONIC; 92-501-127
4.	4279	VENDOR COMPLIANCE BUYS	FE+1	3	FE+4	O		P			92-501-110
4.	4280	VENDOR BILLINGS	FE+1	3	FE+4	O		P			92-501-111
4.	4281	VENDOR REVIEWS	FE+1	3	FE+4	O		P			92-501-112
4.	4282	VENDOR INVOICE AUDITS BY NAME, TITLE, ALPHABETICAL	FE+1	3	FE+4	O		P			92-501-129
4.1	2477	PAYBACKS	FE+4		FE+4 *	O		P			
4.1	2494	INFANT FORMULA REBATE	FE+3		FE+3 *	O		P	X		
4.1	3191	UNPAID VENDOR CLAIMS	FE+3		FE+3	O		P			
4.2	2484	ALLOCATION OF DIRECT COSTS	FE	4	FE+4*	O		P	X		92-501-128
4.2	2485	PROJECT ACTIVITY FILES	FE+4		FE+4 *	O		P			

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4.2.005	2464	PAID PURCHASE VOUCHERS FORMERLY STORED AS VENDOR PURCHASE VOUCHERS	FE	4	FE+4 *	O		P			91-501-092 RETENTION PERIOD IS REQUIRED BY USDA: WIC PROGRAM CONSOLIDATED REGULATIONS, JANUARY 2000, PART 246.25, RECORDS AND REPORTS (A)(1)(2), RECORDKEEPING REQUIREMENTS.
4.3	2482	LOG OF BOGUS CARDS	FE	4	FE+4*	O		P			93-501-134
4.4	3372	VENDOR PAYRUNS	FE+1	2	FE+3	O		P			91-501-093
4.4.003	4244	POSTING SHEETS FOR VENDOR VOUCHERS	FE+1	3	FE+4	O		P			92-501-126 RETENTION PERIOD IS REQUIRED BY USDA: WIC PROGRAM CONSOLIDATED REGULATIONS, JANUARY 2000, PART 246.25, RECORDS AND REPORTS (A)(1)(2), RECORDKEEPING REQUIREMENTS.
4.5.001	2508	WORKSHEETS FOR PREPARING REPORTS	FE+3		FE+3*	O		P			COMPLIANCE/INVOICE AUDITS
4.5.002	4387	VENDOR VOUCHER ADJUSTMENT ACTIVITY	FE+1	3	FE+4	O		C			92-501-103 RETENTION PERIOD IS REQUIRED BY USDA: WIC PROGRAM CONSOLIDATED REGULATIONS, JANUARY 2000, PART 246.25, RECORDS AND REPORTS (A)(1)(2), RECORDKEEPING REQUIREMENTS.
4.5.005	2488	EXPENDITURE PLANS	FE+3		FE+3*	O	R	P			WIC'S ANNUAL BUDGET REPORT TO USDA
4.5.005	2491	OBLIGATIONS, EXPENDITURES (FNS-498)	FE+3		FE+3*	O		P			REPORTS TO USDA
4.5.005	2492	LOCAL AGENCY ADMINISTRATIVE COSTS REPORT	FE+3		FE+3*	O		P			
4.6	3190	WIC FOOD CARD INVENTORY (CARD SEQUENCE USED)	FE+1	3	FE+4	O		C			91-501-100
4.6	4245	COMPUTER LISTING OF VOIDED FOOD CARDS	FE+1	2	FE+3	O		P			MAINTAINED FOR AUDIT PURPOSES 93-501-136
4.6	4283	LOCAL AGENCY FISCAL MONITOR REVIEWS	FE	4	FE+4	O		P			91-501-101

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4.6.002	2493	WIC FOOD CARD RECONCILIATION OF DUPLICATES	FE+1	3	FE+4*	O		C			91-501-099 RETENTION PERIOD IS REQUIRED BY USDA: WIC PROGRAM CONSOLIDATED REGULATIONS, JANUARY 2000, PART 246.25, RECORDS AND REPORTS (A)(1)(2), RECORDKEEPING REQUIREMENTS.
4.7.008	2450	USDA FARMERS' MARKET DEMONSTRATION PROJECT	AC+4		AC+4*	O		P	X		RETENTION PERIOD IS REQUIRED BY USDA: WIC PROGRAM CONSOLIDATED REGULATIONS, JANUARY 2000, PART 246.25, RECORDS AND REPORTS (A)(1)(2), RECORDKEEPING REQUIREMENTS.
5.1.001	2466	WIC VENDOR CONTRACTS	AC+2	2	AC+4	O		P	X		93-501-132 AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.
5.1.015	2527	MAILOUT LOG BOOK FOR EDUCATION MATERIAL	1		1	O		P			
5.2.008	3369	EQUIPMENT HISTORY FILE (CAPITOL EQUIPMENT)	LA+3		LA+3 *	O		P			
5.2.009	2503	EQUIPMENT INVENTORY	FE+3		FE+3 *	O		O			PAPER, ELECTRONIC
5.3	4403	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4	O		P			

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